

Using Cataloger's Desktop (<http://desktop.loc.gov>)



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A screenshot of the Cataloger's Desktop website as it appears in Microsoft Internet Explorer. The title bar reads "Cataloger's Desktop - Microsoft Internet Explorer". The address bar shows the URL <http://desktop.loc.gov>. The page itself features the Library of Congress seal on the left and a large image of the Library of Congress building's interior on the right. The main heading is "CATALOGER'S DESKTOP" in bold red letters. Below it, a subtext reads: "Access to the most widely used cataloging documentation resources in an integrated, online system." A "Log On" button is prominently displayed. At the bottom, there are links for "How to Renew", "Legal Notices", "Contacts", and "CDS Home Page". The taskbar at the bottom of the screen shows various open applications, including Microsoft Word, Internet Explorer, and CatDeskFor... .

Using Cataloger's Desktop

This document is a handout developed by Libraries@Cambridge to train librarians from Cambridge University libraries.

It was developed with advice from Bruce Johnson at the Library of Congress and in the light of feedback from Cataloger's Desktop userlist members and Cambridge Librarians.

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1. About this course

This course is designed to be a quick overview of Cataloger's Desktop. It shows how the program works, not what the contents are.

The version of Cataloger's Desktop on which this training is based was released in May 2006.

Cataloger's Desktop is an American resource, developed by the Library of Congress. It uses American English, but this training was developed for British cataloguers, and uses British spelling.

2. What is Catalogers' Desktop?

- Provides **online** access LC's most heavily used cataloguing publications:
- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- LC Subject Cataloging Manuals and schedules
- Latest editions of all MARC standards

3. When would you use it?

- To understand why a copied record was done that way and to check if it is correct
- In cataloguing original material e.g. Theses, published slides, videos, foreign etc.

4. Logging on

To log on to Cataloger's Desktop on the Web, open a browser session and go to <http://desktop.loc.gov/> (there are details in the FAQs about creating a desktop icon to Cataloger's Desktop). Click 'Log On' to start a session.



5. Pop up blockers



If you have a popup blocker installed, please [click](#) to open the site

By using this site, you agree to its [terms](#) and conditions of use.

6. The 'Start' page

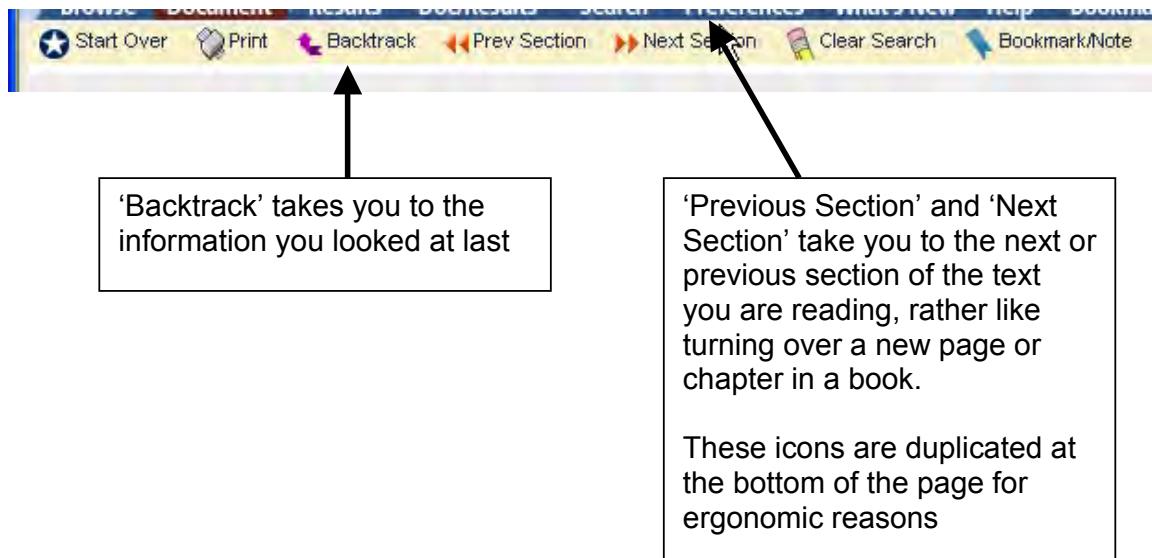
A screenshot of the Cataloger's Desktop start page in Microsoft Internet Explorer. The title bar says 'http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer'. The main content area features a banner for 'CATALOGER'S DESKTOP'. Below the banner is a navigation menu with links: 'Browse', 'Document' (which is highlighted in red), 'Results', 'Doc/Results', 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'. Below the menu are several buttons: 'Start Over', 'Print', 'Backtrack', 'Prev Section', 'Next Section', 'Clear Search', and 'Bookmark/Note'. A search bar has 'Desktop classic' and 'Advanced search' options. Below the search bar are buttons for 'Find' and 'More...'. A note below the search bar says 'Search limited to: My Selected Resources'. A 'Find' button is also located on the right side of the search bar. A 'Search Tips & Search History' link is in the top right corner. A 'Desktop Classic/Basic switch hyperlink' is shown above the search bar. A note on the left says 'Note the "Start Over" button. This always returns you to this screen.' A note at the bottom left says 'Site view reminders tell you whether you are searching a selection of resources or at the full site'. A note on the right says 'Search boxes with text "Find", which was thought to be more positive than the former "Search."'. A note at the bottom right says 'My Selected Resources'. The taskbar at the bottom shows various open windows and the date/time '16:36'.

7. The View bar

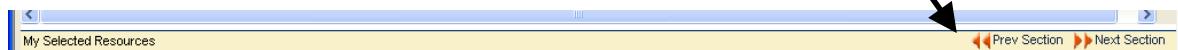


8. The Toolbars

8.1 Top toolbar

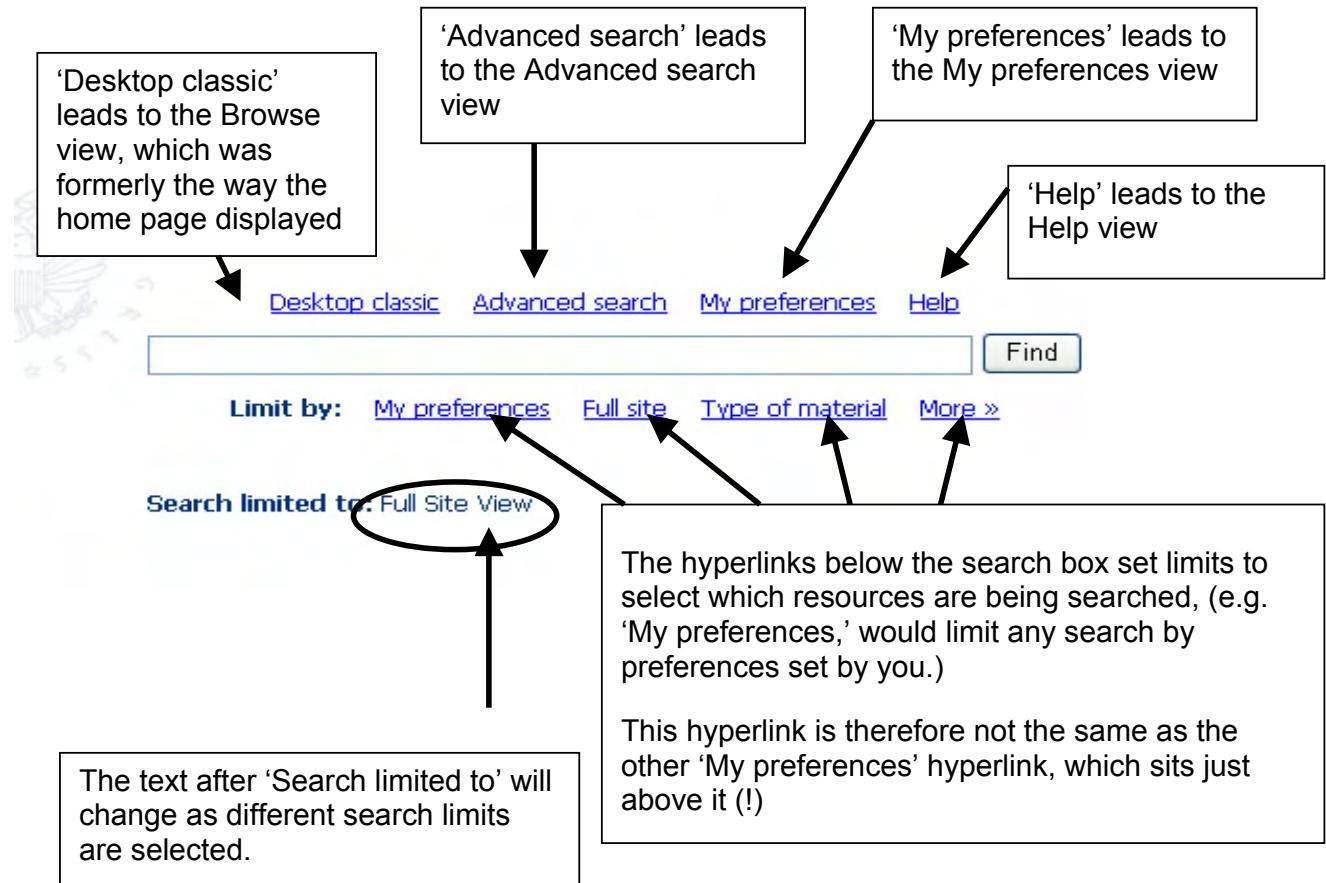


8.2 Bottom toolbar



9. Hyperlinks on the 'Start' page

Three of the hyperlinks above the search box duplicate the tabs in the viewbar (for ergonomic reasons.)



10. Opening a view from the 'View bar'



To open a view, press the relevant tab e.g. the 'Browse' tab in the 'View bar'

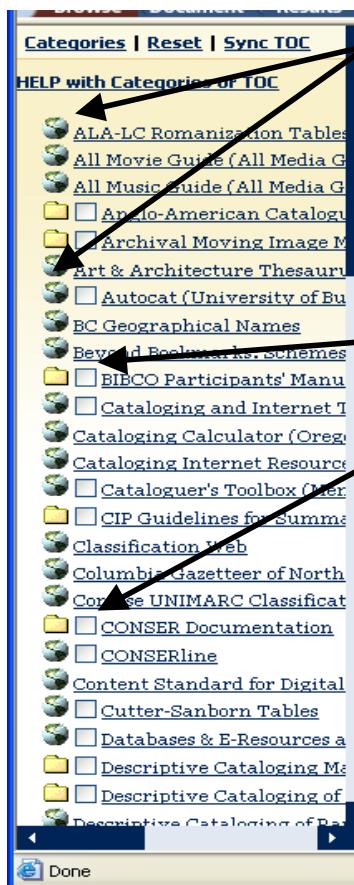
11. The Browse view

11.1 The two panes

The tag of the View in the Viewbar has changed colour to show that the 'Browse' view is displayed

The screenshot shows the Cataloger's Desktop interface in Microsoft Internet Explorer. The title bar reads "http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer". The Viewbar at the top includes links for Browse, Document, Results, Doc/Results, Search, Preferences, What's New, Help, Bookmarks, Feedback, and Logout. A callout box points to the "Browse" link, which is highlighted in red. The main content area is divided into two panes. The left pane, titled "Categories | Reset | Sync TOC", contains a "HELP WITH Categories or TOC" section and a large list of resources under "Categories". The right pane, titled "Important News", displays a news item about product news and subscription options. At the bottom, there is a "Personal Preference View" section with navigation links for "Prev Section" and "Next Section". Two callout boxes with arrows point to specific parts of the interface: one to the left pane labeled "This part is the 'Table of Contents' pane. It displays a list of resources.", and another to the right pane labeled "This part of the display is called the 'Document' pane. It displays text."

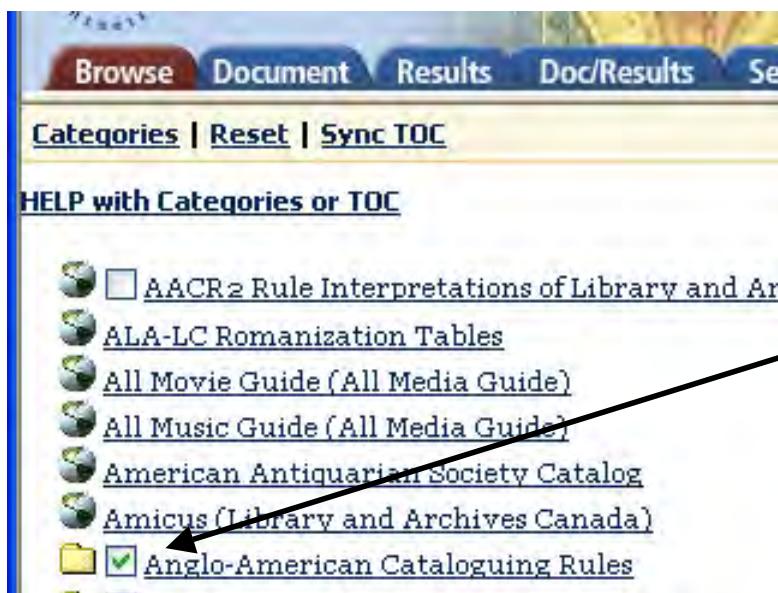
11.2 Types of resource



Resources represented by a globe are external sites: these resources will open in a new window if you click on them.

Resources represented by a folder are integrated into Cataloger's Desktop, and will open up in the Document pane if you click on them.

11.3 Selecting resources by clicking in their boxes



Clicking in the box next to integrated resources will select that resource to be searched (in this case, AACR2.)

You can then enter a search term, for instance, 'Law' into the search box and press 'return'.)

11.4 Results of a search

The results of the search now display in the Doc/Results tab.

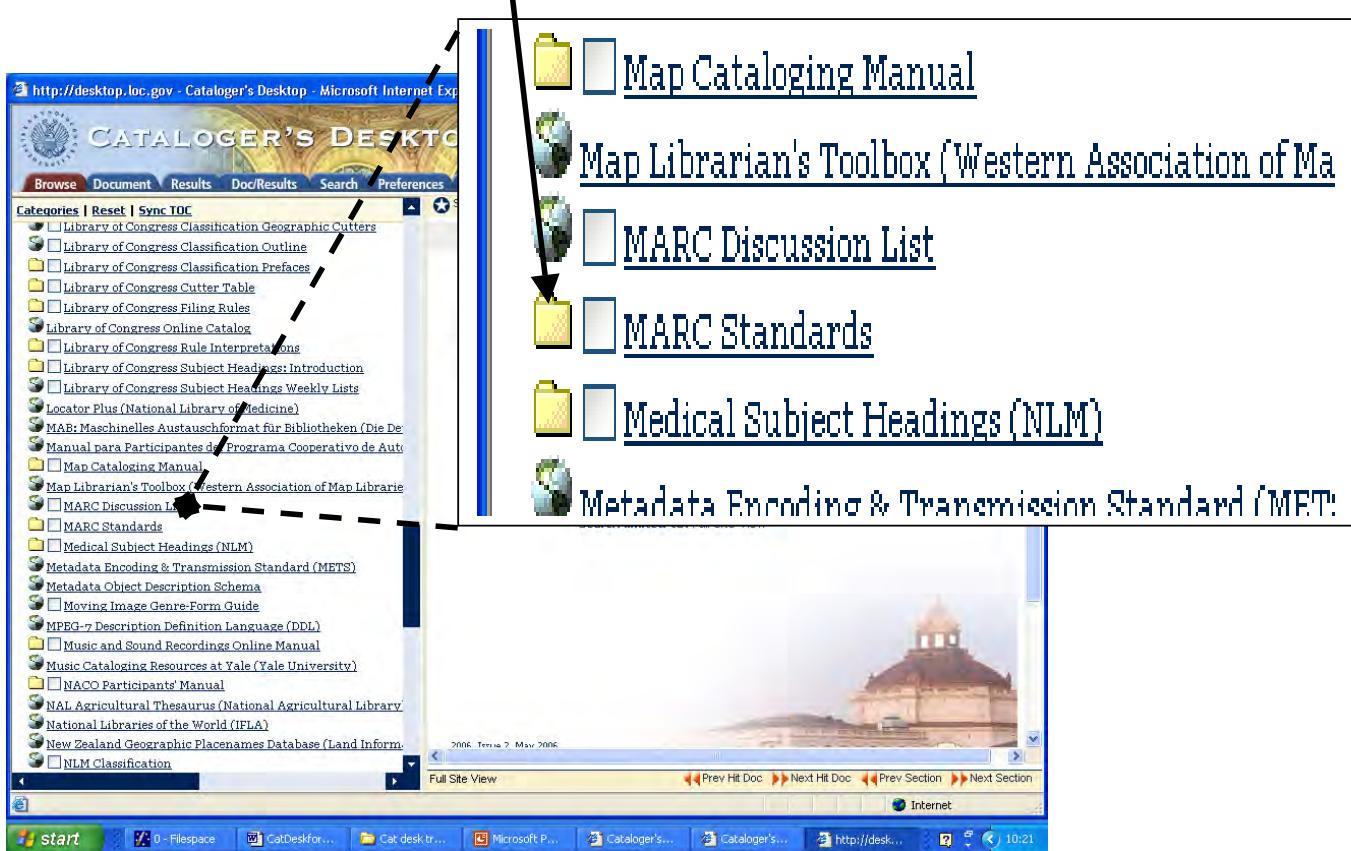
The screenshot shows the Cataloger's Desktop interface in Microsoft Internet Explorer. The title bar reads "http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer". The menu bar includes "Browse", "Document", "Results", "Doc/Results" (which is highlighted in red), "Search", "Preferences", "What's New", "Help", "Bookmarks/Notes", "Feedback", and "Logout". Below the menu is a toolbar with "Start Over", "Print", "Backtrack", "Prev Hit", "Next Hit", "Clear Search", and "Bookmark/Note". A status bar at the bottom shows "View", "Internet", and the date "14/52".
The main content area displays search results for the term "Law". It shows 1 - 40 of 41 results, with "Words Around Hits" set to "None". The results are listed in a table with two columns: "Section" and "Source". The sections listed are:

- 1. Committees AACR2
- 2. 1.6. Series Area AACR2
- 3. 2.1. Title and Statement of Responsibility Area AACR2
- 4. 2.2. Edition Area AACR2
- 5. 5.1. Title and Statement of Responsibility Area AACR2
- 6. 8.7. Note Area AACR2
- 7. 11.7. Note Area AACR2
- 8. 12.1. Title and Statement of Responsibility Area AACR2
- 9. 12.7. Note Area AACR2
- 10. 13.6. Multilevel Description AACR2
- 11. 21.1. General Rule AACR2
- 12. 21.4. Works for Which a Single Person or Corporate Body is Responsible AACR2
- 13. 21.5. Works of Unknown or Uncertain Authorship or by Unnamed Groups AACR2
- 14. 21.7. Collections of Works by Different Persons or Bodies AACR2
- 15. 21.9. Revisions of Texts AACR2
- 16. 21.13. Texts Published with Commentary AACR2
- 17. 21.31. Laws, Etc. AACR2
- 18. AACR2
- 19. AACR2

To the right of the table, the search results are displayed in a large pane. The first result is "Canadian Association of Law Libraries: Shih-Sheng Hu (1979–1983); Dana Dvorak (1983–1987); Humayun Rashid (1987–1989); Lenore Rapkin (1989–)". The term "Law" is highlighted in blue. Subsequent results include "Canadian Association of Music Libraries: Gerald Parker (1979–1982); Joan Colquhoun (1983–1987); Alison Hall (1987–1988); Vivien Taylor (1989–1993); Lisa Emberson (1993–1996); Brenda Muir (1996–2003); Daniel Paradis (2003–)" and "Canadian Association of Canadian Librarians: Vicki Dicker (1970–1990); Eada Ferguson (1989–1992); Mar... Canadian Council of... Haworth (1990–1996); Mire... Stone (2002–)". Other results mention "Canadian Council of Library Schools: Michèle Hudon (1996–2001); Grant Campbell (2001–)", "Special Libraries Association, Eastern Canada Chapter: Anne M. Galler (1980–1983); John Leide (1984–)", "Special Libraries Association, Toronto Chapter: Mary-Lois Williams (1979–1982); Pamela Stoksik (1983–1985); Linda Reid (1986–1988)", and "UNITED KINGDOM CILIP/BRITISH LIBRARY COMMITTEE ON AACR2 Chair Sally Struit (2004–) Susan Brown (1989–2003) Alan Jeffreys (1980–1988) Geoffrey Hamilton (1974–1978) Robert Atkinson (2002–) Geoffrey Hamilton (1974–1978)".
A callout box points to the left pane with the text: "The list of returns is displayed in the pane on the left. Note that in this example all are from AACR2". Another callout box points to the right pane with the text: "The document is displayed in the document pane on the right. The term you searched for is highlighted".

12. Selecting a Resource in ‘Browse’

- Scroll down the resources: note ‘MARC Standards’ folder is closed.
- Click on the folder to open it.



Once the folder is open it displays subfolders.

- ▶ [MARC DISCUSSION LIST](#)
- ▶ [MARC Standards](#)
 - ▶ [MARC 21 Format for Authority Data](#)
 - ▶ [MARC 21 Format for Bibliographic Data](#)
 - ▶ [MARC 21 Format for Classification Data](#)
 - ▶ [MARC 21 Format for Community Information](#)
 - ▶ [MARC 21 Format for Holdings Data](#)
 - ▶ [MARC 21 Specifications for Record Structure, Characteristics, and Content](#)
 - ▶ [MARC Code List for Countries](#)
 - ▶ [MARC Code List for Geographic Areas](#)
 - ▶ [MARC Code List for Languages](#)
 - ▶ [MARC Code List for Organizations](#)
 - ▶ [MARC Code List for Relators, Sources, Description](#)
 - ▶ [Medical Subject Headings \(NLM\)](#)
 - ▶ [Metadata Encoding & Transmission Standard \(METS\)](#)
 - ▶ [Metadata Object Description Schema](#)
 - ▶ [Moving Image Genre-Form Guide](#)
 - ▶ [MPEG-7 Description Definition Language \(DDL\)](#)

These subfolders may in turn contain subfolders and documents.

Hyperlinks within the document, (particularly at the beginning of documents and sections,) can be used for navigation

The 'Introduction' hyperlink

You can navigate to the next section of this resource by clicking here

<http://desktop.loc.gov>

CATALOGER'S DESKTOP

Browse Document Results Doc/Results Search Preferences What's New Help Bookmarks/Notes Feed

Categories | Reset | Sync TOC

MARC Standards — MARC 21 Format for Bibliographic Data

MARC 21 Format for Bibliographic Data
1999 Edition

The 'Introduction' hyperlink

You can navigate to the next section of this resource by clicking here

Introduction
List of All Valid MARC Fields
Leader and Directory
Variable Control Fields
Variable Data Fields
Control Subfields
Full Level Record Examples
Minimal Level Record Examples
Multiscript Records
Alphabetical List of Ambiguous Headings
Initial Definite and Indefinite Articles
Most Recent Update
World Wide Web Resources

Open in New Window

Full Site View

◀ Prev Section ▶ Next Section

Internet

start Done

0 - Filespace CatDeskForAdo... Cat.desk training Microsoft Power... Internet Ex... Sent for alm57... 12:00

13. The 'Synch Toc' hyperlink

If you click on the hyperlinks within the document the pane on the right will change, for instance clicking on "Introduction" in the Marc standards document above brings about this screen:

The screenshot shows a Microsoft Internet Explorer window titled "http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer". The main content area displays the "Introduction" section of the "MARC 21 Format for Bibliographic Data" document. The page content discusses the five MARC 21 communication formats and their use for bibliographic, authority, holdings, classification, and community information data. A callout box on the right side of the page states: "The pane on the right has changed because you clicked on the 'Introduction' hyperlink in MARC21 Format for Bibliographic Data (see above.)". The left sidebar contains a table of contents for the Marc21 Format, with the "Introduction" link highlighted.

This screenshot shows the Cataloger's Desktop interface with the table of contents pane visible on the left side. The table of contents lists several sections of the Marc21 Format, with the "Introduction" link highlighted. A callout box states: "You can see from this enlargement that the table of contents pane on the left has not changed and no longer reflects the current document."

This screenshot shows the bottom navigation bar of the Cataloger's Desktop. It includes links for "Browse", "Document", and "Results", along with "Categories", "Reset", and "Sync TOC". Below the navigation bar is the "Library of Congress Online Cata" link.

To bring up a more appropriate table of contents for this document, click on "synch toc." The Table of contents will then change to synchronise with the document pane.

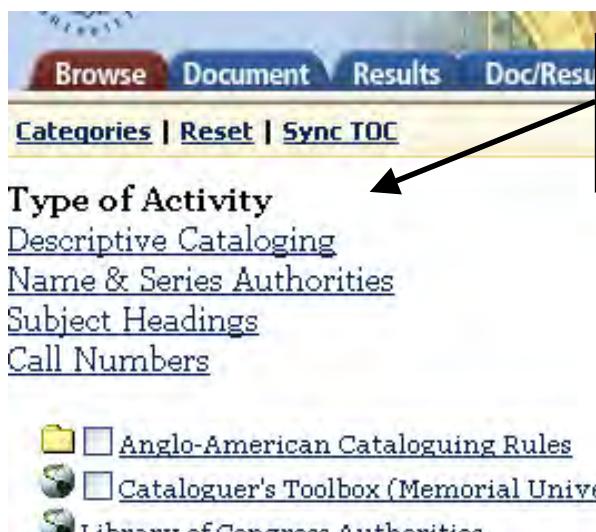
14. Categories



The 'Categories' hyperlink is to be found at the top of the table of contents in the 'Browse' view.



Hovering the cursor over 'Categories' brings this dropdown menu.

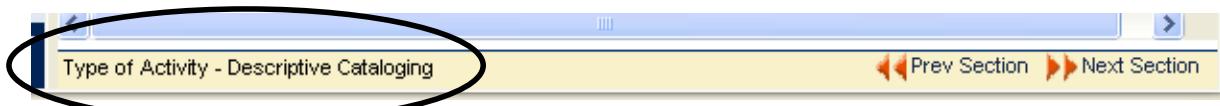
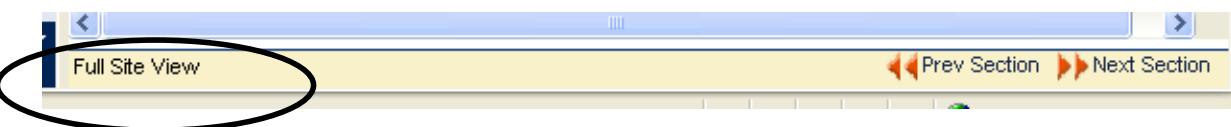


If 'Type of Activity' (for instance,) was selected by clicking, this new menu would display.

In this example the category 'Subject headings' was then selected. The name of this category is now displayed .

The screenshot shows the Cataloger's Desktop interface in Microsoft Internet Explorer. At the top, there is a banner with the title 'CATALOGER'S DESKTOP'. Below the banner is a navigation menu with links: Browse, Document, Results, Doc/Results, Search, Preferences, What's New, Help, Bookmarks/Notes, Feedback, and Logout. A 'Find' button is located in the top right corner. The main content area has a heading 'Type of Activity' followed by 'Subject Headings'. To the left of this heading is a vertical scrollable list of resources, many of which have small icons next to them. A large callout box points to this list with the text: 'The list of selected resources on the left has now been reduced (although it does not look very different, note the scroll bar in the middle has changed.) Resources not relating to subject headings have been excluded.' The bottom of the page shows a toolbar with various buttons and a status bar indicating the date and time.

The Toolbar changes from displaying "Full site view" to displaying the search limitations now enforced, for instance "Type of activity- ." This shows that all searches are now limited to selected resources only.



These are the lists of different categories:

Browse Document Results Doc/Results Search

[Categories](#) | [Reset](#) | [Sync TOC](#)

Type of Material

- [Text](#)
- [Cartographic Materials](#)
- [Music & Sound Recordings](#)
- [Motion Pictures and Videorecordings](#)
- [Graphic Materials](#)
- [Electronic Resources](#)
- [Three-Dimensional Artifacts and Realia](#)

Browse Document Results Doc/Results Search

[Categories](#) | [Reset](#) | [Sync TOC](#)

Method of Distribution & Special Classes

- [Monographic Resources](#)
- [Continuing Resources](#)
- [Archival & Rare Materials](#)
- [Manuscripts \(including Manuscript Collections\)](#)
- [Canadian-Related Resources](#)

Browse Document Results Doc/Results Search

[Categories](#) | [Reset](#) | [Sync TOC](#)

Cataloging Education

- [Instruction for Library Science Students](#)
- [Continuing Education](#)
- [Instruction for Library Technical Staff](#)
- [Instruction for Non-Catalogers](#)

Browse Document Results

[Categories](#) | [Reset](#) | [Sync TOC](#)

Related Issues

- [Community Information](#)
- [Discussion Lists](#)
- [MARC Code Lists](#)
- [MARC Standards](#)
- [Metadata Resources](#)
- [Online Catalogs](#)

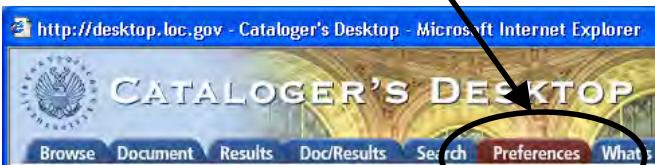
15. Preferences

15.1 Setting preferences

Preferences are set in the 'Preferences' view

To remove resources that you seldom use, you can deselect them by clicking 'Clear all'.

Next click the boxes of the resources you want to select.



Preferences

Default interface: Simple Interface Classic Interface

[Set View](#)

[Exclude all Web-only resources](#)

[Select All](#)

[Clear All](#)

A guide to copy cataloging Arabic materials (University of North Carolina at Chapel Hill)

AACR2 Rule Interpretations of Lib

ALA-LC Romanization Tables

All Movie Guide (All Media Guide)

All Music Guide (All Media Guide)

If you want to select everything you can click on the 'Select All' button and then remove (untick) any you don't want.

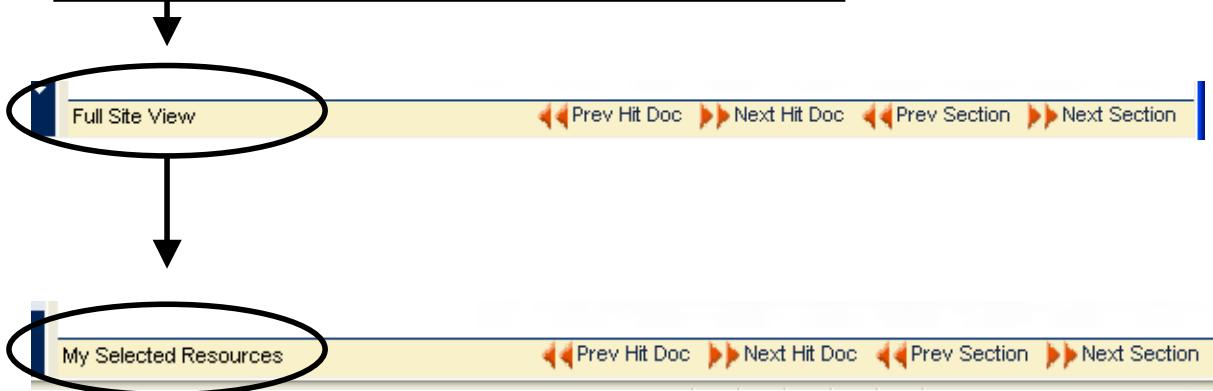
Finally, Click on 'Set view' to save your changes

15.2 Setting and removing limits to searches

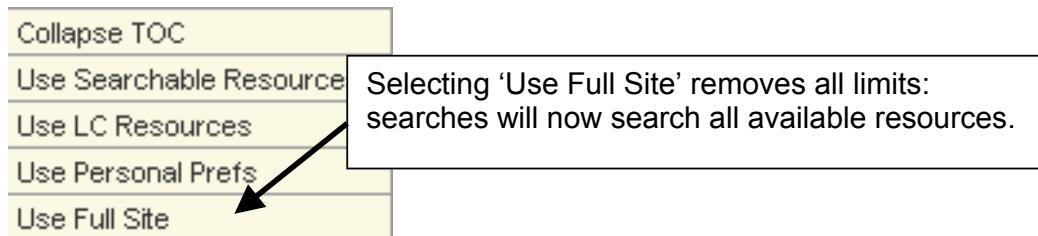


Hovering the cursor over the 'Reset' button brings up this display. 'Use Personal Prefs' is one of the options.

Again, once limits, for instance 'Use Personal Prefs' is clicked, the 'site view reminder' displays which limits are in place.

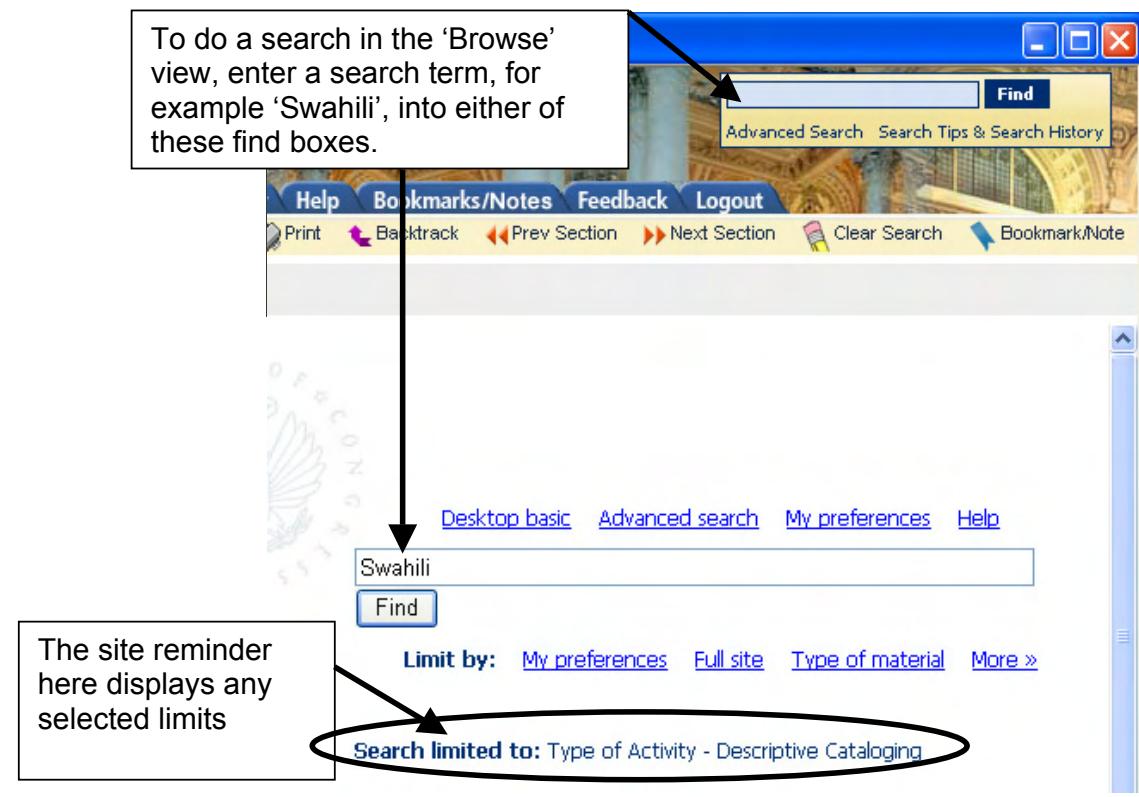


Once preferences have been selected in the 'Preferences' view, (see above,) they can be used to limit the resources to be searched. These limits are set in the 'Browse' view, from the dropdown menu that appears when the 'Reset' hyperlink is clicked.



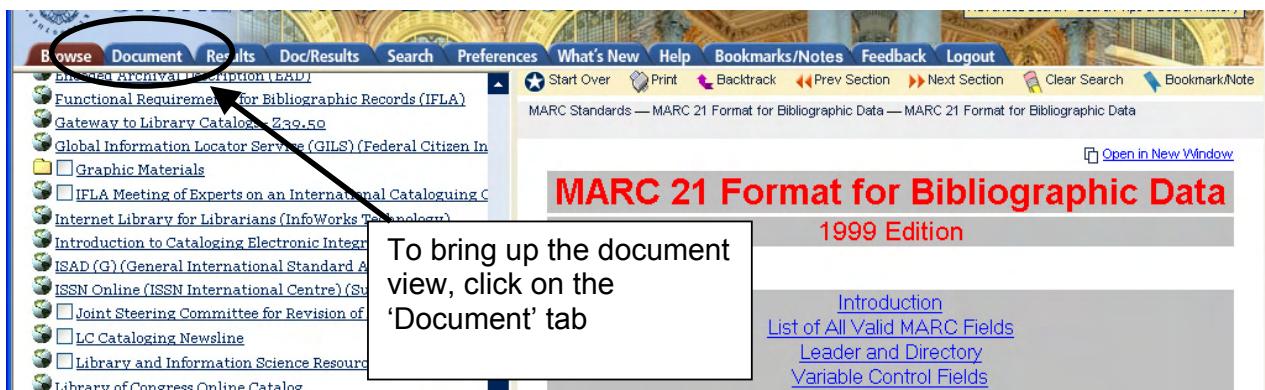
Selecting 'Use Full Site' removes all limits:
searches will now search all available resources.

15.3 Doing a simple search limited by Preferences



16. The Document view

The document view can be used to better display a document which is already been displayed in the document pane of the Doc/Results or Browse tabs.



In the 'Document' view, the document pane takes up the full screen.

The screenshot shows the Cataloger's Desktop interface in 'Document' view. The main content area displays the 'MARC 21 Format for Bibliographic Data' page, specifically the '1999 Edition'. The page includes links for 'Introduction', 'List of All Valid MARC Fields', 'Leader and Directory', 'Variable Control Fields', and 'Variable Data Fields'. A callout box in the top left corner points to the 'Browse' tab in the navigation bar, which is highlighted with a red oval. Another callout box in the bottom left corner of the content area says, 'To return to the 'Browse' view, click on the 'Browse' tab'.

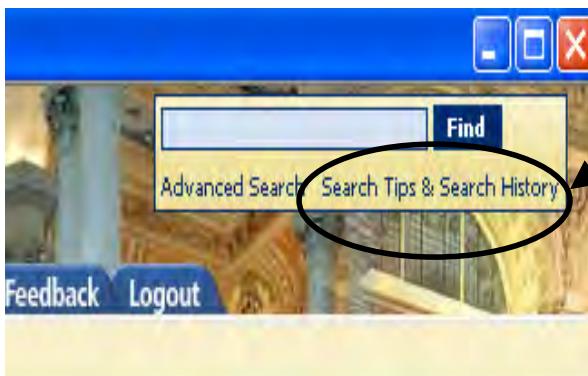
17. The 'Search' view

17.1 The Advanced Search and Table of Contents panes in 'Search'

The screenshot shows the Cataloger's Desktop interface in 'Search' view. On the left, there is a 'Table of contents' pane listing various resources like 'A guide to copy cataloging Arabic materials', 'AACR2 Rule Interpretations', and 'Anglo-American Cataloguing Rules'. A callout box in this pane says, 'The Table of contents pane appears on the left. It changes depending on which of the boxes on the right you use. It lists the resources which are searchable for that query.' In the center, there is an 'Advanced Search' pane with sections for 'Search terms:', 'General' (Index, Chapter title, Glossary term), 'Descriptive' (Bibliographic area, Rule title or number, Rule text, Rule example), and 'MARC formats' (Category of MARC tag, MARC tag). A callout box in this pane says, 'The advanced search pane displays on the right'. The top navigation bar shows tabs for 'Browse', 'Document', 'Results', 'Doc/Results', 'Search' (which is selected), 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'.



- Select the resources that you want to search by marking the relevant boxes, (or leave at the default, which searches all searchable resources.)



Note the Search Tips and Search History hyperlink.

Clicking on this hyperlink brings up the box below.

17.2 The 'Search Tips' window

Boolean Search

You can search some or all of the tools in Cataloger's Desktop by making your selection in the frame on the left.

Query terms

Search

Search history

heavy
definitions
serial
periodical

- The Search tips and Search History window reminders of Boolean search terms

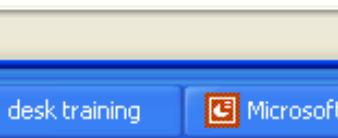
Search Tips

Operator	Example	Result
And	'one two' 'one' & 'two' 'one' and 'two'	Finds documents with both 'one' and 'two'.
Or	'I you' 'me or you'	Finds documents with either 'me' or 'you'.
Not	'him' 'not him'	Finds documents that don't contain 'him'.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom?... th??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a'n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.

- It explains how to use the "wildcards" ? to replace a single character, or * to replace multiple characters in a word.

Search history

heavy
definitions
serial
periodical



The 'Search history' box at the bottom of the Search page allows you to repeat searches you did earlier

17.3 An explanation of the advanced search boxes

'Search terms': enter a keyword or Boolean selection of your choice

General:

'Index'-searches the indexes of resources

'Chapter Title' - (if you can remember the names of any,) for example
 'uniform' for uniform title in AACR2 or Appendix* for AACR A.1 'initials and acronyms' [which displays, but is not search searchable, under the title 'capitalization']

Descriptive:

'Bibliographic area' – either title and statement of responsibility, edition, publication, distribution etc, Physical description, series, note, or standard number and terms of availability

'Rule title or number' e.g. 'Supplementary items' or 1.1B9 (does anyone remember the number of rule 1.1B9 ever?)

'Rule example' e.g. 'Mrs Humphrey Ward'

Subjects: Various subject catalogue searches. Does not seem to act as a thesaurus.

Instruction sheet (if you can remember the number) e.g. H2230
 Free-floating subdivisions e.g. 'periodicals'

MARC Formats:

MARC tag- e.g. 260, 711 etc.

MARC codes: includes

Language e.g. 'Gaelic' or 'Finnish'

Relators e.g. 'editor' 'sculptor' 'binder'

Citations [not as exciting as it sounds] the only resource searched is 'Standard Citation Forms for Rare Book Cataloging'

Citation searches will find returns e.g. for 'Wing,' or 'Sadleir'

Graphic Materials

Graphics materials terms search the Thesaurus for Graphic Materials (actually a thesaurus for just about anything) e.g. 'comic*' 'black eyes'

18. Results of a search: the 'Doc/Results' view

The results of a search display automatically in the 'Doc/Results' view.

A screenshot of the Cataloger's Desktop interface in Microsoft Internet Explorer. The title bar reads "http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer". The main window shows a search results page for the term "653 Index term uncontrolled (R)". The results list contains four items:

- 1. 653 Index term uncontrolled (R) CEG
- 2. 653 Index Term-Uncontrolled (R) MARC Bibliographic
- 3. 653 Index Term Uncontrolled (R) MARC Community
- 4. 653 Index Term—Uncontrolled (R) MOIM

To the right of the results, there is a detailed view of the first result, "653 Index term—uncontrolled (R)". This view includes sections for "First indicator—Level of index term" and "Second indicator".

First indicator—Level of index term

- # No information provided
- 0 No level specified
- 1 Primary
- 2 Secondary

Second indicator

- # Undefined

A list of documents containing your search term appears in the pane on the left

The first document on the list displays in the document pane, with the term you searched for, (in this example '653') highlighted.

A screenshot of the Cataloger's Desktop interface in Microsoft Internet Explorer. The title bar reads "http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer". The main window shows a search results page for the term "653 Index term uncontrolled (R)". The results list contains four items:

- 1. 653 Index term uncontrolled (R) CEG
- 2. 653 Index Term-Uncontrolled (R) MARC Bibliographic
- 3. 653 Index Term Uncontrolled (R) MARC Community
- 4. 653 Index Term—Uncontrolled (R) MOIM

The "Words Around Hits" dropdown at the top is set to "None".

The radial button at the top dictates whether the results are displayed within a 'Short' context or none at all.

19. Results of a search: the 'Results' View

In the 'Results' view the results of a search are displayed across the whole screen

The screenshot shows a web-based search interface. At the top, there is a navigation bar with links for 'Browse', 'Results' (which is highlighted with a red oval), 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'. Below the navigation bar, it says '1 - 4 of 4 results'. On the right, there is a 'Words Around Hits:' dropdown set to 'Short'. The main area displays four search results, each with a small icon, the title, and a brief description:

- 1. **653 Index term uncontrolled (R)** CEG
...Index term—uncontrolled (R) 653 653 Index term — uncontrolled (R) CEG_6632...
- 2. **653 Index Term-Uncontrolled (R)** MARC Bibliographic
...Index Term—Uncontrolled (R) 653 653 Index Term—Uncontrolled (R) Mabibl_10465...
- 3. **653 Index Term Uncontrolled (R)** MARC Community
...Index Term — Uncontrolled (R) 653 653 Index Term — Uncontrolled (R) Macomm_2808...
- 4. **653 Index Term—Uncontrolled (R)** MOIM
...Index Term—Uncontrolled (R) 653 653 Index Term—Uncontrolled (R) Moim_2511...

20. Icons

Various icons display in the top toolbar:



Start Over	Refreshes both panes
Print	Prints
Backtrack	Returns display to the last screen(s) viewed
Prev Section Next Section	Returns display to the Section before (similar to turning a page)
Clear Search	Clears results from the Table of Contents frame
Bookmark	Adds bookmark for document being viewed to your list of Bookmarks (see below)

21. Printing



- In appropriate views the Print toolbar button is displayed. This prints the whole section of the document on display in the document pane.

As in Word, text can also be selected by highlighting, and this selection can be printed.

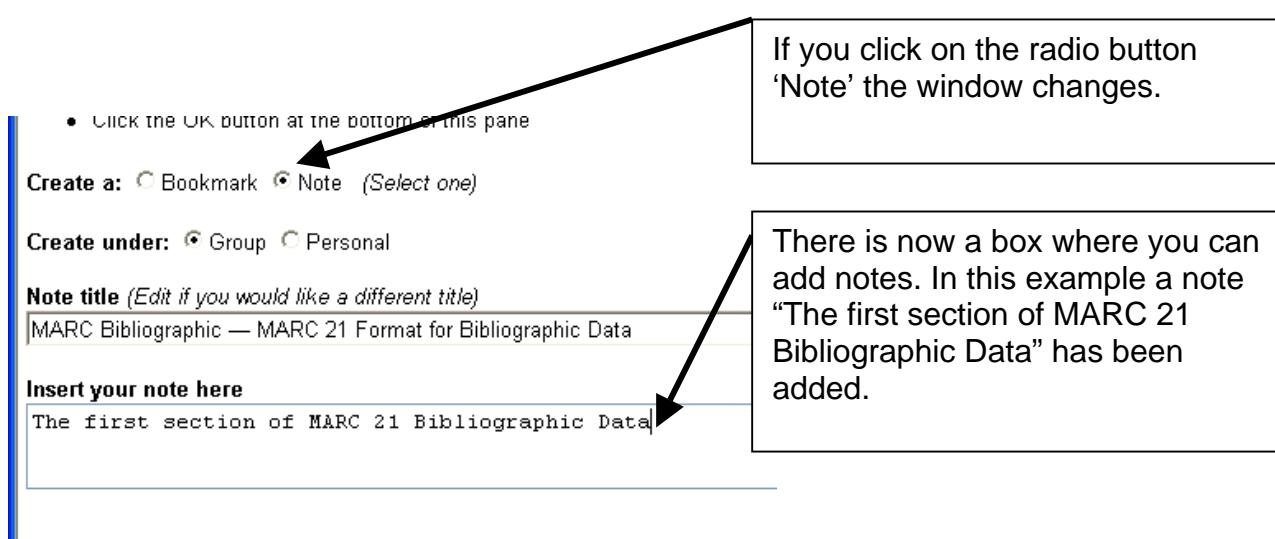
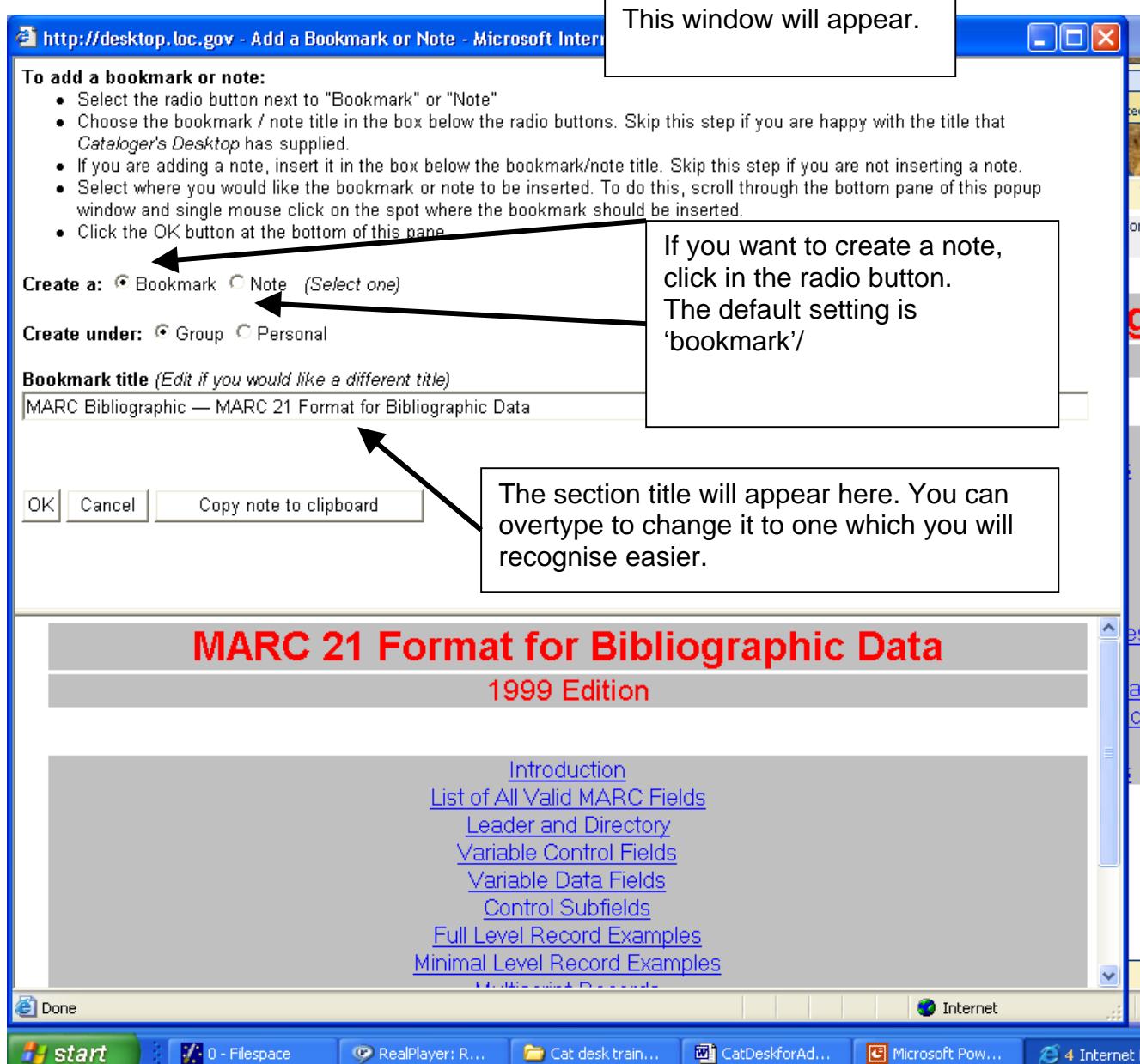
22. Bookmarks and notes

22.1 Creating notes and bookmarks

With the document open which you want to bookmark, click on this icon.

Note that in the 'Browse' view the bookmark tag displays on the toolbar.

The Cataloger's Desktop interface shows a toolbar with buttons: Start Over, Print, Backtrack, Prev Section, Next Section, Clear Search, and Bookmark/Note. The 'Bookmark/Note' button is circled in red. A dashed arrow points from this circled button to a screenshot of a document page titled 'MARC 21 Format for Bibliographic Data, 1999 Edition'. The page content includes 'The document which you want to bookmark has been opened.' and 'To bookmark it, click on the Bookmark icon above'.



22.2 Viewing bookmarks

Bookmarks and notes are retrieved in the Bookmarks/Notes view

The screenshot shows a web browser window titled 'Desktop - Microsoft Internet Explorer'. The address bar displays 'MARC Standards — MARC 21 Format for Bibliographic Data — MARC 21 Format for Bibliographic Data'. The menu bar includes 'Results', 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes' (which is highlighted in red), 'Feedback', and 'Logout'. Below the menu is a toolbar with icons for 'Start Over', 'Print', 'Backtrack', 'Prev Section', 'Next Section', 'Clear Search', and 'Bookmark/Note'. The main content area is titled 'Bookmarks/Notes'. It features a search bar and filter options for 'Bookmarks', 'Notes', 'Both', 'Group', 'Personal', and 'Both'. A note titled 'The first section of MARC21 for Bibliographic Data' is listed, with a 'Delete' and 'Rename' button next to it. A callout box points to a hyperlink: 'To go to the bookmarked document, click on the hyperlink here'. Another callout box points to the note area: 'The note appears here'.

This facility is useful if there are parts of resources which one uses often, for instance relator or country codes, or a list of all MARC fields. You can then find your favourite parts of documents quickly.

23. The 'What's New' view

The 'What's New' view keeps you up to date with recent developments.

The developers suggest it is checked once a quarter.

This screenshot shows the 'What's New' view in a web browser. The 'What's New' tab is highlighted in red. The main content area displays a message: 'This is Issue 2 of the 2006 subscription year.' Below this, a blue bar states: 'This issue includes changes to the following cataloging tools:'. A list of updates follows:

- [Descriptive Cataloging Manual](#)
Update February 24, 2006
- [Library of Congress Rule Interpretations](#)
2006 Update 1
- [MARC Code List for Languages](#)
Update February 23, 2006
- [MARC Code Lists for Relators, Sources, Description Conventions](#)
Updates January 10, 2006; March 10, 2006
- [Subject Cataloging Manual: Shelflisting](#)
- [Subject Cataloging Manual: Subject Headings](#)
2006 Update 1

Please direct technical cataloging and MARC format questions to the following:

Cataloging: Library of Congress
Chief, Cataloging Policy and Support Office

24. Miscellaneous notes about some resources

- External resources searched by Cataloger's Desktop include Autocat discussion list, which one must join in order to read.
- Like Autocat, the Libraries of Congress Subject heading resource is available free to anyone over the web, but Cataloger's Desktop provides handy links to these resources.
- It is a good idea to join the Catalog Desktop discussion list, which sends out messages when there are any problems or new developments.
- One should be aware of the Graphics Thesaurus, where cataloguing terms are clearly defined. Many incorporated hyperlinks lead to this resource.

25. Benefits of using a web-based resource

- The resource searches many sources of cataloguing information quickly
- Online material can be organised and searchable in a variety of ways at once
- Hypertext links make it easy to move from relevant sections of one publication to another
- Allows you to customize your files to suit your needs and create a personal file of notes and bookmarks.
- Copy-and-paste capability is available to create your own documents
- Doesn't go out-of-date and good value for money
- Usable from several PC's at once (unlike a book)

26. Where to find more help

Quick tips are available at:

http://www.loc.gov/cds/desktop/web-faqs.html#Quick_Tips

We hope you have found this training document useful, good luck in your future cataloguing.